Job Title: Lower School Director of Academic Services  
Department: Support Services  
Reports To: Lower School Division Head; Head of School

Position Summary  
Lower School Director of Academic Services is a collaborative member of the Brimmer and May community working with Lower School administration, teachers, and students, Pre-K to 5. The person oversees academic support services in the Lower School, including the tutoring program, reviews all testing, develops accommodation plans, works directly with students, both in and out of the classroom, and helps provide professional development for faculty members. In addition, the Director is a member of the Lower School’s Student Support Team (SST). The Director position requires four weeks of summer work.

Essential Job Functions and Primary Responsibilities

Student Support Programs
- Serves as a reading support teacher for the Lower School working with individuals and small groups of students
- Provides specialized reading instruction using Orton Gillingham or Wilson Reading
- Manages the tutoring program hiring tutors and matching students with the appropriate tutors; orienting tutors in the fall; working with business office to ensure payment of tutoring invoices
- Organizes ERB test administration for Lower School; works with test administration to ensure that student accommodations are secured for testing; proctors testing for students requiring extended time
- Coordinates Gates McGinitie test for Grades 4 and 5 in October and May
- Serves as a member of the Lower School SST

Individualized Student Support and Teacher Support
- Oversees the full process of educational evaluations and accommodations from recommendation of testing to development of support plans to faculty implementation of accommodations
- Reviews all student testing and maintains records of testing and accommodation plans; creates accommodation plans for all incoming students and students with updated evaluations; reviews accommodation plans with faculty prior to the start of school
- Documents and updates Lower School testing accommodations and all evaluations on file
- As appropriate meets with families to recommend testing, review testing, and attend IEP meetings
- Observes classes and collaborates with teachers to improve pedagogy to support all learners
- Assesses Lower School students, as needed, using resources, such as QRI, WTW Spelling Inventory, and WRMT and develops and implements learning plans for individual students
- Organizes annual reading assessments using the Fountas and Pinnell Benchmark Assessment System through Grade 3 and tracks students’ progress through Lower School

Communication and Other Duties
- Participates in Lower School Curriculum Committees
- Attends Lower School faculty meetings
- Works with Admissions department on all prospective students with submitted evaluations; creates learning profile for each of these students; attends all admissions meetings as needed
- Participates in the full life of the Lower School and the larger school community

**Professional Development, Growth, and Training**
- Remains up-to-date in areas of special education, student support, and best pedagogical practices by building relationships with colleagues and participating in conferences and workshops
- Attends and participates in all Lower School and full faculty and staff meetings, faculty and staff work days, and all school-wide meetings
- Pursues professional development opportunities in or out of school; displays willingness and ability to grow, learn, and practice self-reflection
- Communicates regularly with the Head of Lower School and members of the Lower School SST on student concerns and accommodation implementation

**Standard and Functional Competencies**
- Works effectively with wide range of people—prospective and current students, alumni, parents, faculty, staff, vendors, donors, and community members
- Excellent communication, planning, and interpersonal skills; works collaboratively with colleagues; responds in a timely fashion to questions and concerns from students, parents, and staff
- Strong computer skills, including Apple Productivity Suite and MS Office Suite
- Fluent with technology, including the School’s learning management systems and educational or assistive technology that supports student progress
- Fluent in English Language

**Knowledge and Skill Set Requirements**
- Extensive knowledge of special education
- Certified in Orton-Gillingham or Wilson Reading
- Five-years minimum experience in a student support role and administrative role
- Excellent writing skills
- Maintains a collaborative spirit and brings a positive attitude and enthusiasm to work each day
- Bachelor’s degree required; Master’s degree in Special Education or Reading is preferred